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11 December 1958

MEMORANDUM FOR: Director of Training

THROUGH : Executive Officer

SUBJECT : Weekly Activities Report No. 36  
Instructional Services Branch  
3 December - 10 December 1958

I. SIGNIFICANT ITEMS

None

II. OTHER ACTIVITIES

A. Film Production

25X1

1. [ ]

25X1

Contract editor reports that the first rough cut of this film is ready for viewing. Messrs. [ ] and [ ] will view the rough cut in the contractor's studio at 1000 AM, 16 December.

25X

2. Suggestion Awards Film

25X1

Mr. [ ] reports that the first draft of the script for this film has been completed and forwarded to the Management Staff for approval.

3. Security Film

25X1

25X1

The script for part I of this film has finally been returned to Mr. [ ] with Security Office comments.

4. Graphics Film

The script for this short presentation, described in Report No. 34, has been prepared and submitted to Graphics Registry through [ ]. If no major changes are required, it may be possible to shoot some of the scenes before Christmas, provided the electrical alterations [ ] are completed early next week which does not appear very probable.

25X

Document No. 150-3  
NO CHANGE in Class. ☐  
☐ DECLASSIFIED  
Class. CHANGED TO: TS S C

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 14 March 1958 By: [ ]

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5. DDI Film

No new developments.

B. Miscellaneous

1. C/ISB will meet with [ ] and Mr [ ] Building Planning Staff next week to discuss audio requirements for the auditorium in the new Agency building.
2. Approximately 650 feet of film was shot on 10 December at the new Agency building site to record progress being made by the excavation contractor.

25X

25X

25X1

C. Audio-Visual Aids [ ]

Nothing significant to report.

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